

PDF Tips and Tricks: Novice-level

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As faculty prepare their yearly evaluations, tenure, or promotion applications, they will likely make significant use of PDFs that are uploaded to SharePoint. The screen shots guide you on some of the tools that require novice abilities in Adobe Acrobat PRO DC i.e. if I can do it, so can you 😊

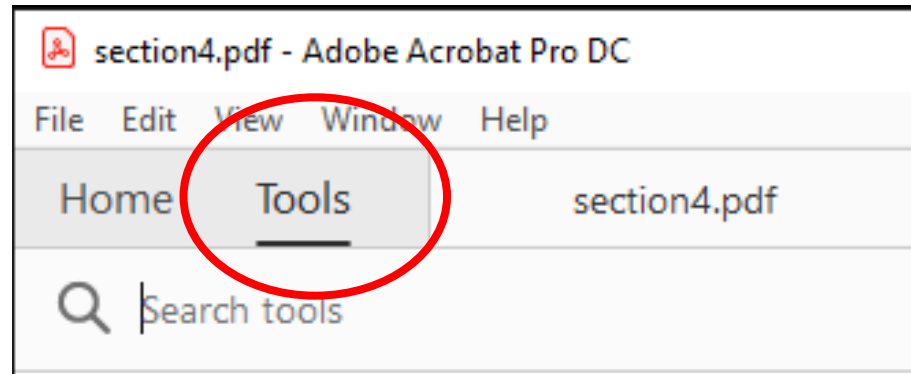
The tips and tricks below are intended for individuals who know how to save a word document as a PDF or know how to download and save a PDF. Yet you have made limited use of basic editing tools, such as combining multiple PDFs, creating hyperlinks within a PDF for easy navigation, or how to add headers and footers including page numbers that can be referenced in self-reflections or narratives and in supporting documents.

If you are providing readers with a long PDF, perhaps one each dedicated to teaching, scholarly growth, and service, consider making a table of contents that you place at the beginning then hyperlink readers to each item.

If you want to make more creative use of Adobe PDF, or you have questions, consider googling it, or study tutorials available for free through LinkedIn Learning: <https://www.bloomu.edu/linked-in-learning>

Table of Contents (with hyperlinks)

- Adobe Acrobat Pro DC (not reader)
- Combine PDFs – one approach
- Combine PDFs – another approach
- Organize PDF pages
- Extract Pages
- Edit Tools PDF
 - Edit
 - Add Text
 - Add Links
 - Add Image
 - Add Header/Footer (e.g. page numbers)
 - File Size (optimizing)
- Save



Most of us have Acrobat PDF reader on our computers. In order to edit a PDF, that is use its “Tools,” you need to have Adobe Acrobat Pro DC. Every faculty member has access through BU’s Creative Cloud Specialized Software

<https://intranet.bloomu.edu/technology/facstaff/software>

(Keep in mind that this link could become outdated as the university updates web pages)



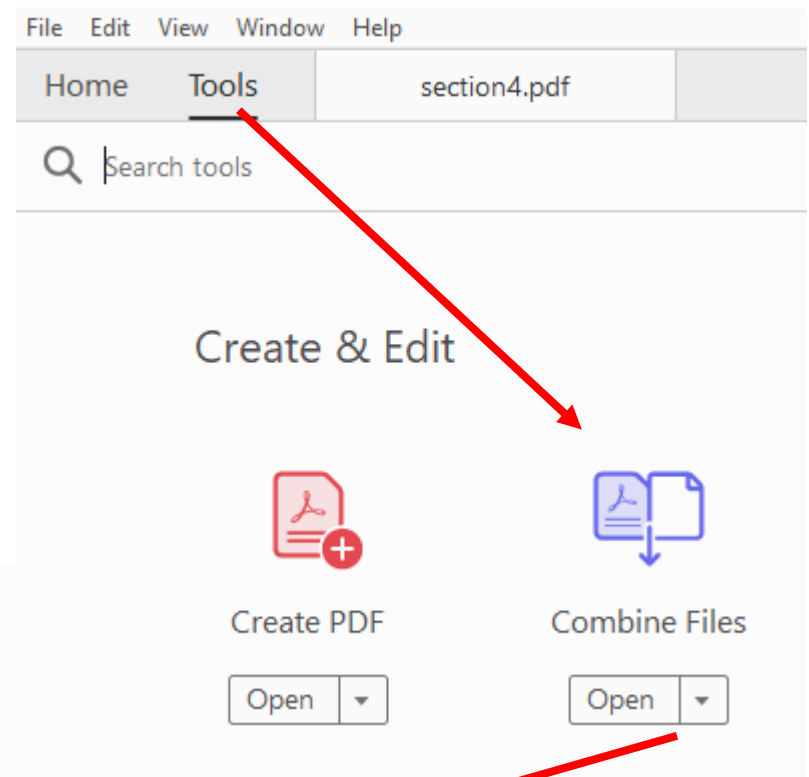
Combine PDFs – one approach



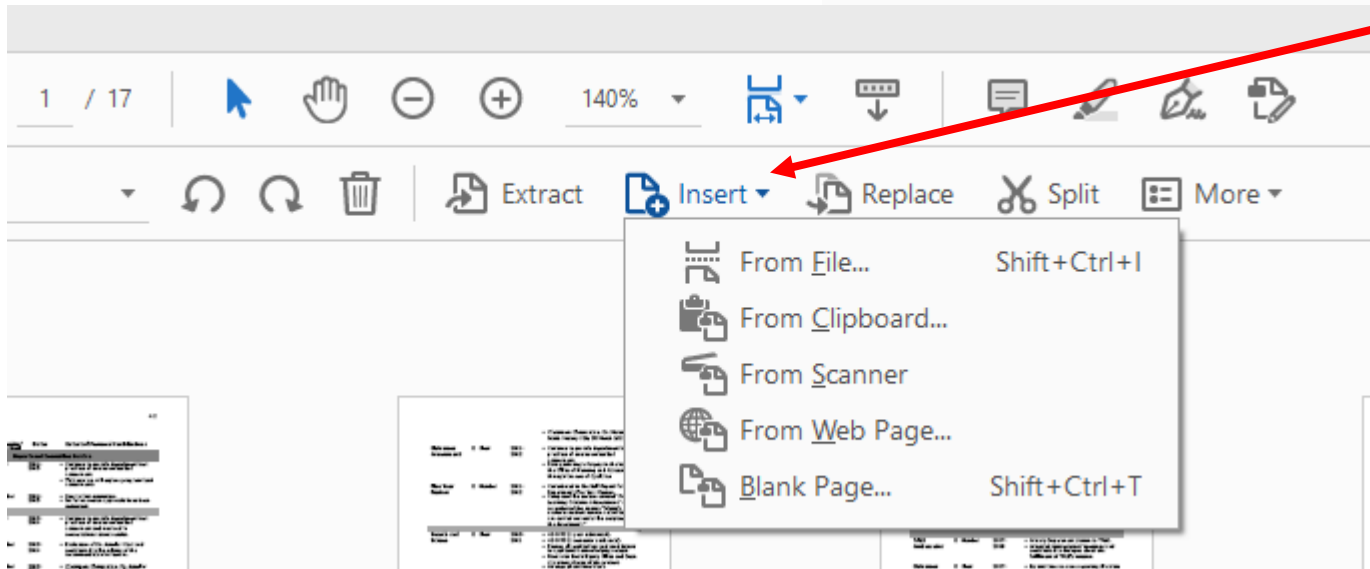
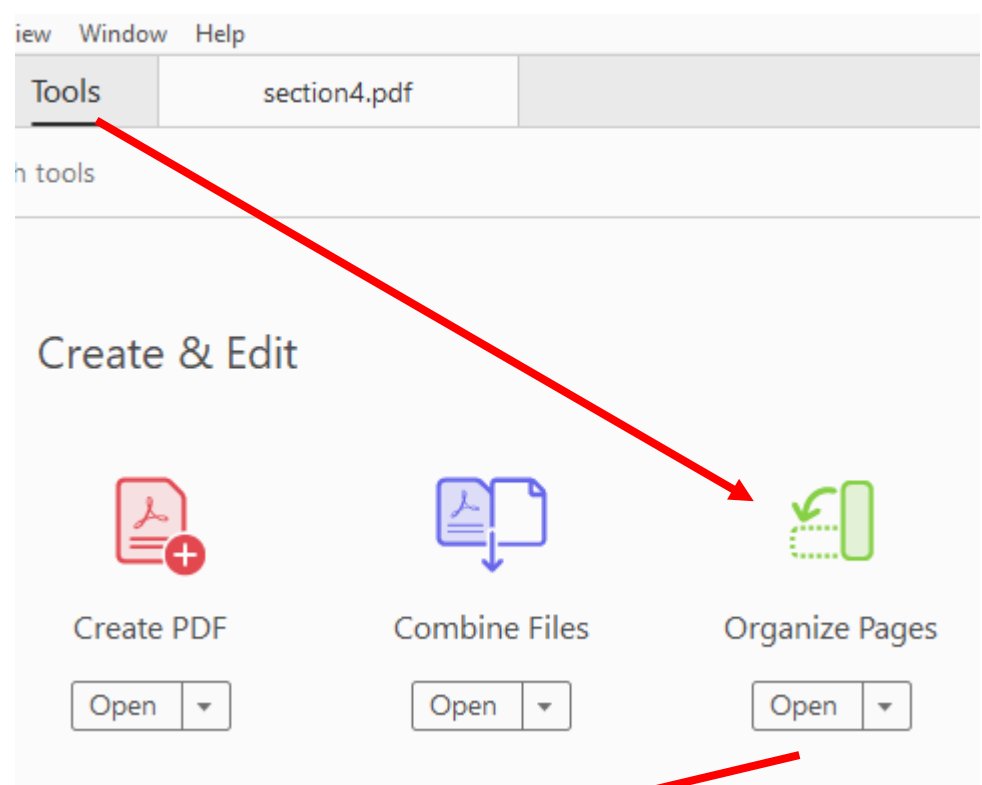
Add files by clicking the button below or drag and drop them here.
You can also add the current open files from below.

Add Files

Add Open Files



Combine PDFs – another approach





Insert Pages

Insert File: ACUE-Inclusive-Equitable-Teaching-Crossw...

Location: After

After
Before

Page

First

Last

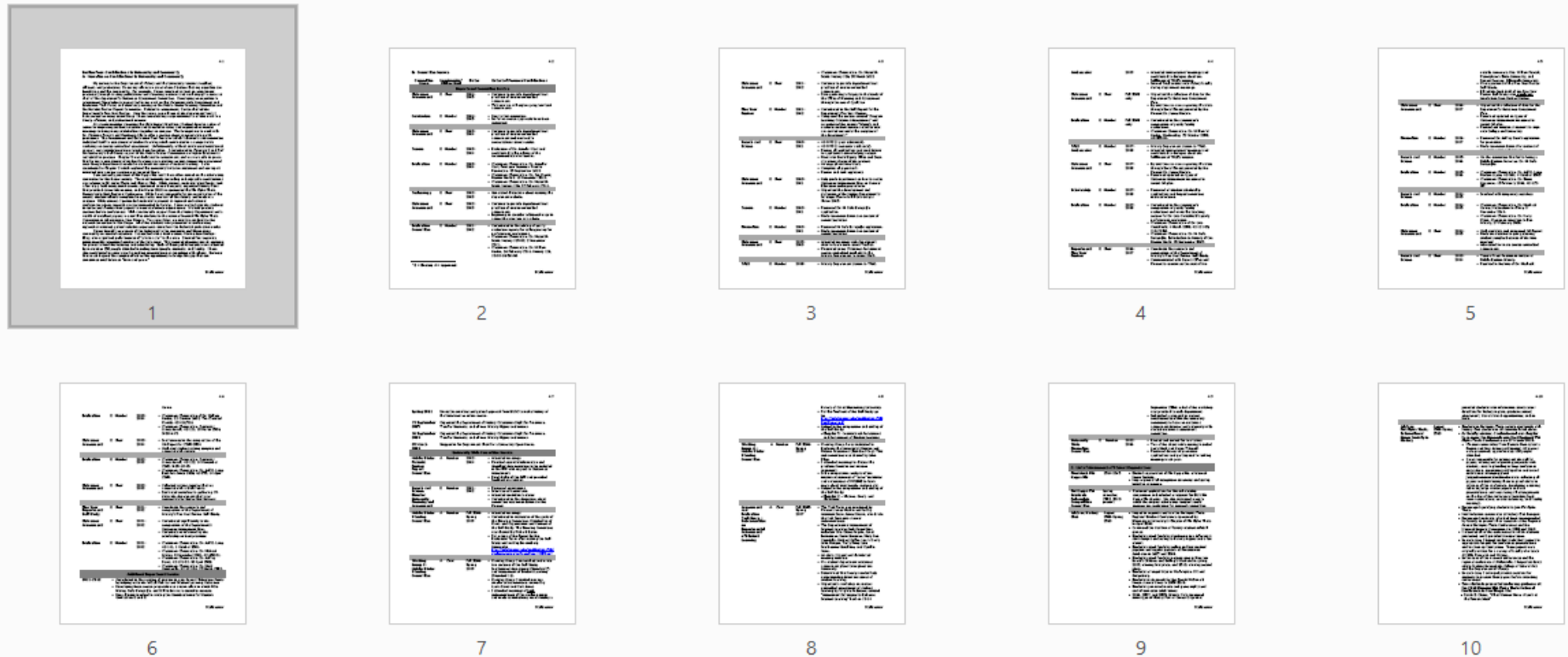
Page: 1 of 17

OK

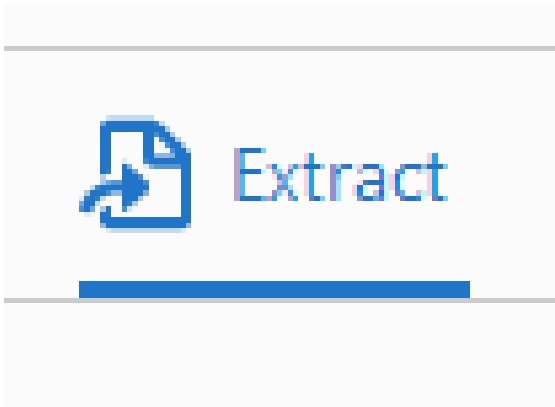
Cancel

4

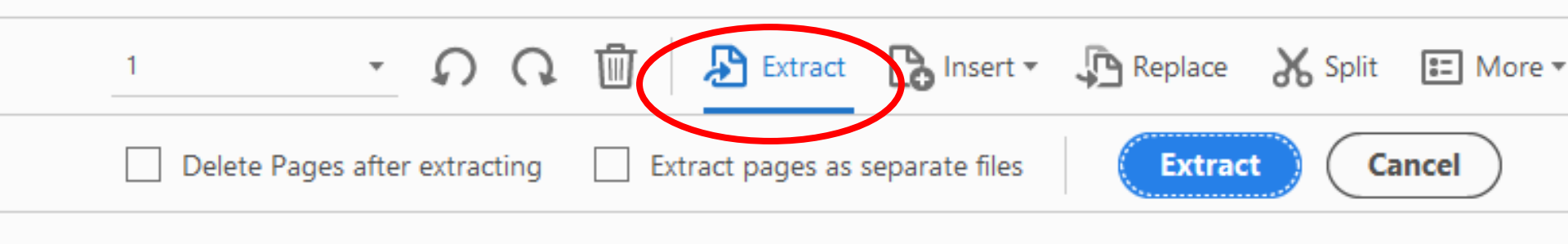
Organize PDF pages



You can rearrange pages within a PDF by clicking and dragging







- Use when you need to grab one or more pages from an existing PDF and re-locate them
- Useful to extract several pages from a conference program that you want to include in supporting documents

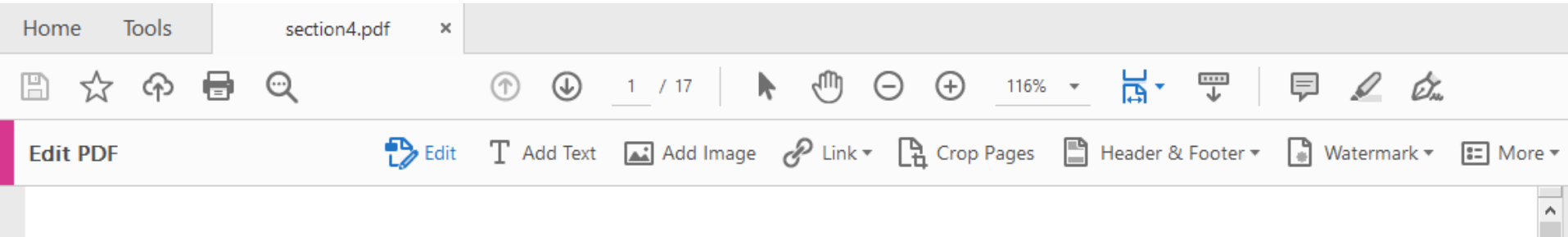


Edit PDF

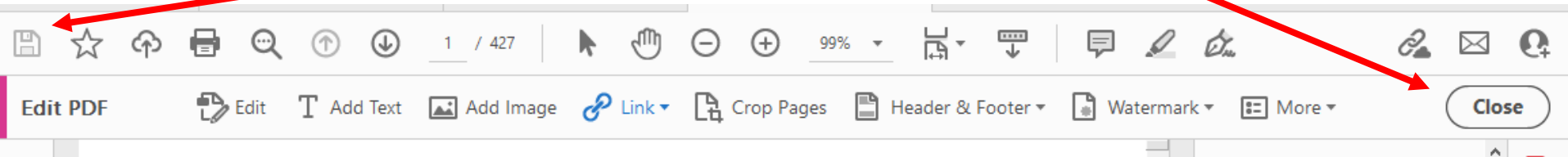
Create & Edit

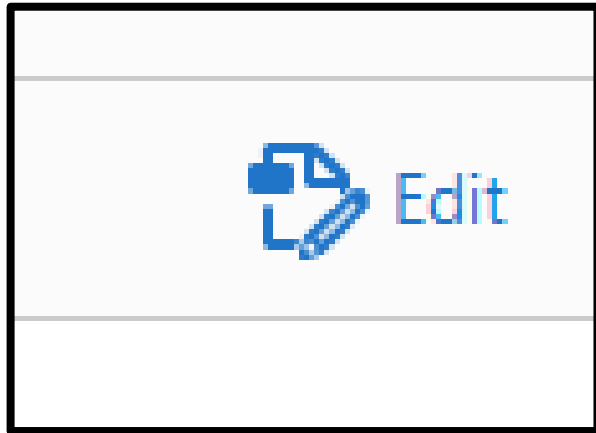
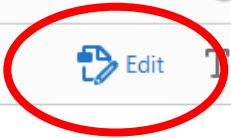
			
Create PDF	Combine Files	Organize Pages	Edit PDF
<input type="button" value="Open"/> ▾	<input type="button" value="Open"/> ▾	<input type="button" value="Open"/> ▾	<input type="button" value="Open"/> ▾

Edit Functions in PDF



When you open any of the tools, be sure to save and close so you can view the changes.

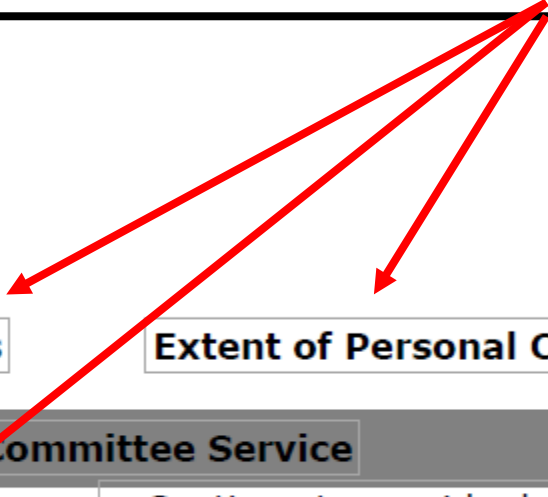


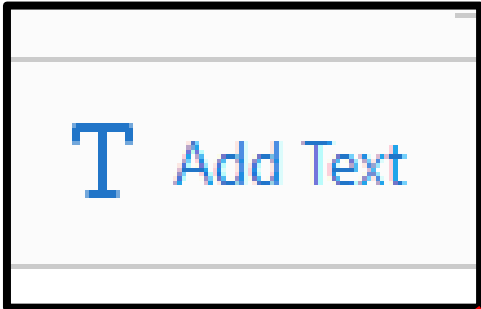
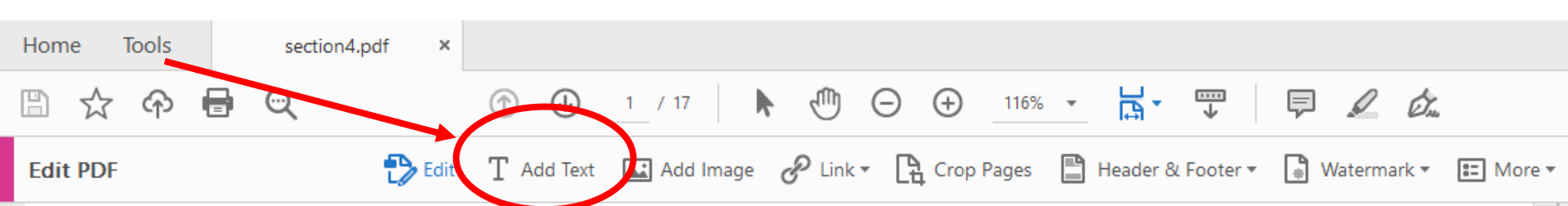


Use to make small edits within text boxes highlighted in blue. Be aware that formatting compared to original documents might not match your original. Below you can see where the table was rendered into multiple parts.

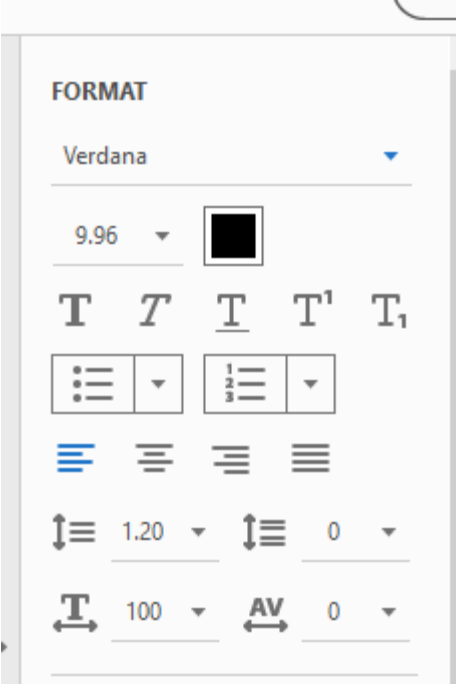
B. Committee Service

Committee Name	Membership ¹ Offices Held	Dates	Extent of Personal Contributions
Department Committee Service			
Outcomes Assessment	E Chair	2014-2015	<ul style="list-style-type: none"> • Continue to provide department best practices of course-embedded assessment. • This year we will explore program-level

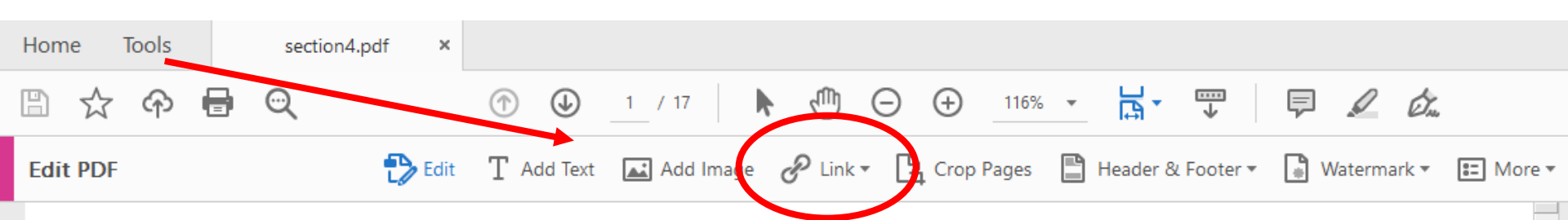




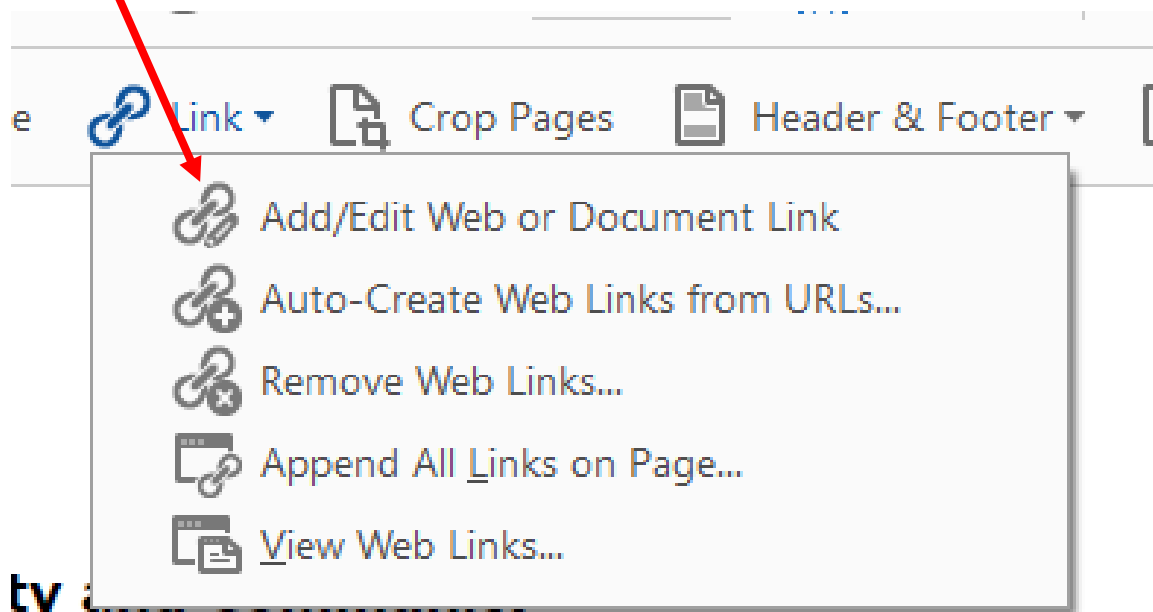
- Perfect tool to add notes to a PDF perhaps to draw attention to your name on a conference program, etc.
- Could be used as an alternative to the editing tool
- Combine with using a highlighter
- If you create hyperlinks within a PDF, you could create a phrase “Jump back to Top” or “Return to Table of Contents” as a convenience to readers



Note: Acrobat's default font attempts to match the font and size existing on the page. So you may need to change the format.



- Create links within a single PDF to ease navigation of larger documents
- Create links to any URL including videos, websites, and individual documents in SharePoint (every item in SharePoint has a URL)



ty
city and Community

Create Link

Link Appearance

Link Type: Invisible Rectangle
Visible Rectangle
Invisible Rectangle

Line Style: [dropdown]

Highlight Style: Invisible Rectangle

Color: [black square]

Line Thickness: Thin

Link Action

Go to a page view
 Open a file
 Open a web page
 Custom link

Help Next Cancel

After you click next, the “set link” box opens and remains open until you scroll down to your destination page (i.e. target view).

Create Go to View

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

Set Link Cancel

Dowell Thesis Grant	196-197
er COST Research PEG	198-199
nt Not Funded	200-209

When your cursor hovers over the destination page, you will see a small plus sign. Now you may “Set Link”



Hormones and Behavior 106 (2018) 135–143

Contents lists available at [ScienceDirect](#)

 **Hormones and Behavior**

journal homepage: www.elsevier.com/locate/yhbeh

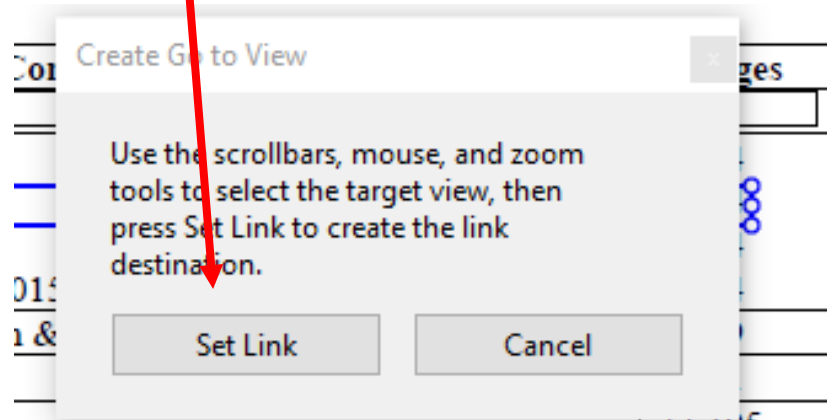


Prokineticin-2 and ghrelin robustly influence the sexual and ingestive behaviors of female Syrian hamsters

Burroughs S., Schwindinger W.F., Venditti J.J., Trautwein T., Dalsania A., Klingerman C.M.*

Department of Biological and Allied Health Sciences, Bloomsburg University of Pennsylvania, 400 E. Second St. Bloomsburg, PA 17815, United States of America





Create Go to View

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

To create a hyperlink to send the reader back to a table of contents, you can insert text or an image like the one below, which is positioned on the first page of a journal article. Then follow the directions for inserting a link.



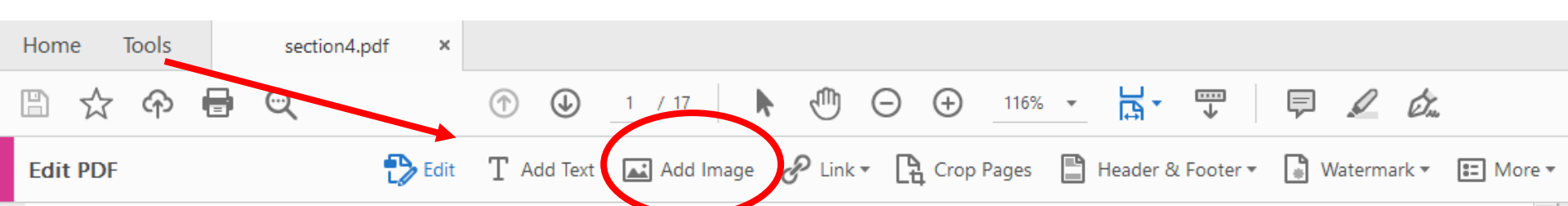
International Journal of



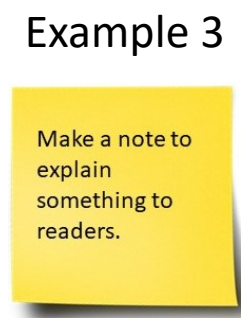
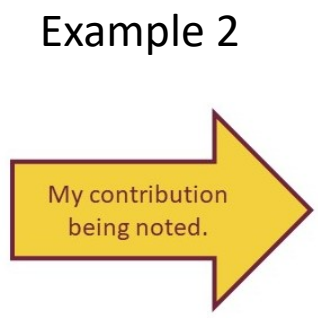
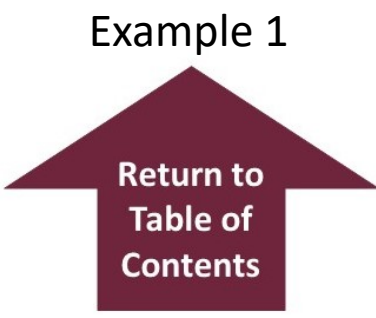
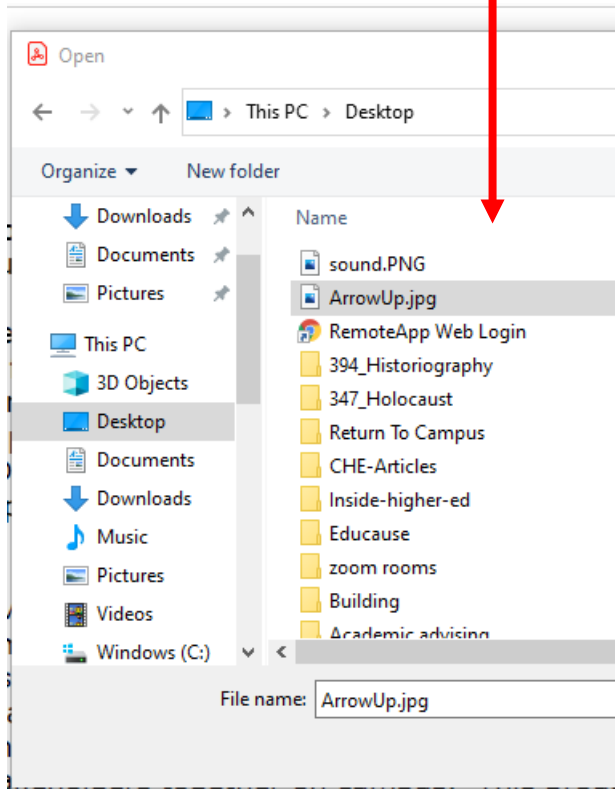
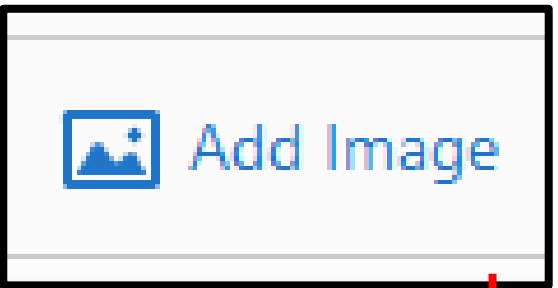
In this example, I have selected a visible link.

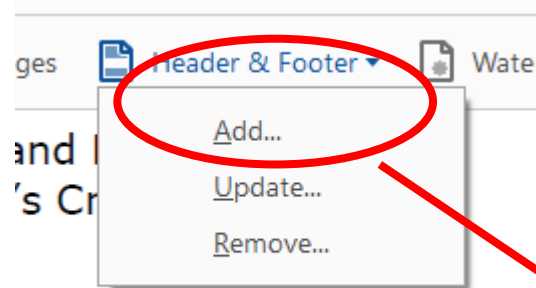
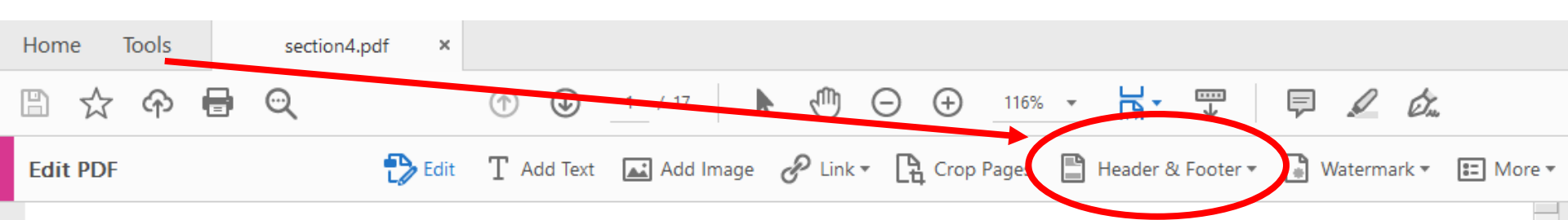


International Journal of
EXERCISE SCIENCE

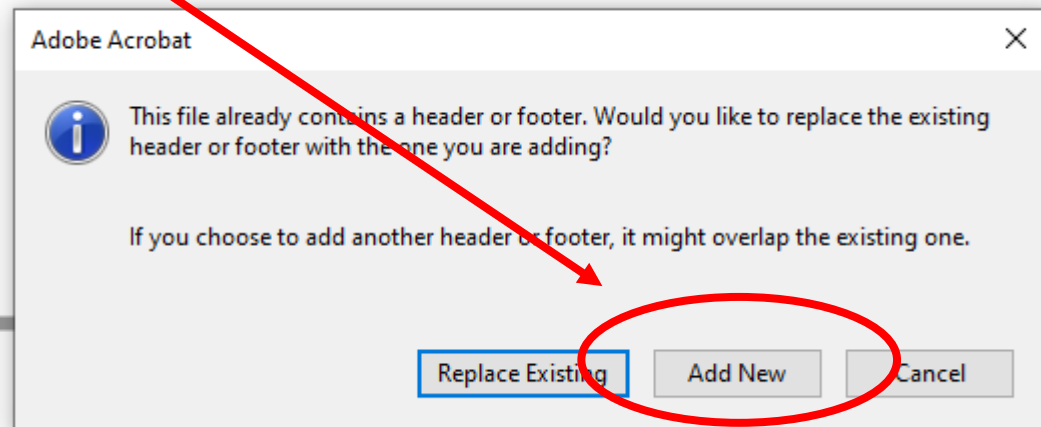


- Create an image that becomes a hyperlink to help readers navigate a large PDF
- Image needs to be a jpg, png, tiff (preferably at a thumbprint scale)
 - Example 1: create an icon that readers can click on that hyperlink them to another part of the PDF
 - Example 2: create an image that you use consistently to draw attention to your name and/or contribution
 - Example 3: create a post-it note for infrequent notes to bring attention





- Uses: if you create a combined PDF that has multiple documents, and you want to refer the reader to certain pages within, you can add page numbers as header/footers
- Provide readers with a table of contents that references these inserted page numbers



Saved Settings: [None specified]

Font
Name: Size:

[Appearance Options...](#)

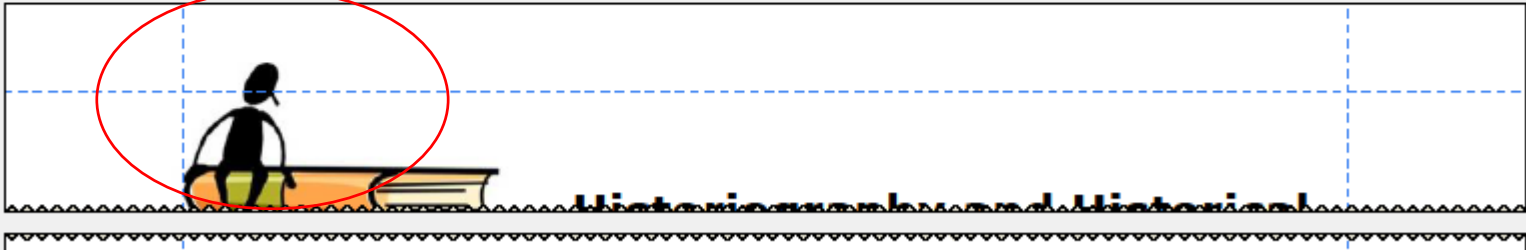
Margin (Inches)
Top: Bottom:
Left: Right:

Left Header Text
Center Header Text
Right Header Text

Left Footer Text
Center Footer Text
Right Footer Text

[Page Number and Date Format...](#)

Preview
Preview Page of 181 [Page Range Options...](#)



As you ponder the formatting options, consider what might already appear as headers and footers within the original pdfs.

You can see, circled in red, is an image in my original; it is partially located where the left header text would be assigned. So I might want to use the Center Header.

position cursor and click

Left Header Text

Center Header Text

Right Header Text

<<1>>

Left Footer Text

Center Footer Text

Right Footer Text

then select insert page number

Insert Page Number

Insert Date

[Page Number and Date Format...](#)

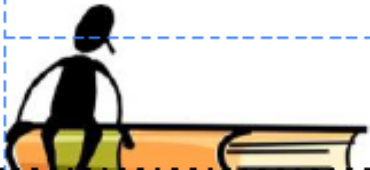
Preview

Preview Page 1 of 181

[Page Range Options...](#)

1

previews



History and History

Appearance options create more choices (full disclosure, beyond my skill set)

[Appearance Options...](#)

Left: 1

Right: 1

Left Header Text

Center Header Text

Right Header Text

Left Footer Text

Center Footer Text

Right Footer Text

Appearance Options

- Shrink document to avoid overwriting the document's text and graphics
- Keep position and size of header/footer text constant when printing on different page sizes

OK

Cancel

Preview

Preview Page 1

[Header and Date Format...](#)

[Page Range Options...](#)

File Size

PDF file sizes can become quite large, especially when they include images. This can lead to slow upload and download times. To solve this problem, select “Save As Other” and scroll to “Optimized PDF”.

The image shows a composite screenshot of Adobe Acrobat Pro DC. The main window displays the 'File' menu with 'Save As Other' circled in red. A secondary menu is open from 'Save As Other', showing 'Optimized PDF...' selected with a red arrow. To the left, the 'PDF Optimizer' panel is visible, showing settings for images, fonts, and compression. At the bottom, a dialog box with 'OK' and 'Cancel' buttons is shown, with a red arrow pointing to the 'OK' button.

After selecting “OK,” you will be asked if you want to save as other or replace existing file.

Do NOT forget to Save your changes.

When you open any of the tools, be sure to save and close so you can view the changes.

